

CRITERIA-6.3.1

**The institution has effective welfare measures
for teaching and non- teaching staff**



PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

6.3.1: The institution has effective welfare measures for teaching and non-teaching staff

Development Program for Teaching Staff

Faculty Development % higher Education

To grow along with the institute few faculty members are granted and sponsored for higher studies (Master Degree) in their field at various universities. All non doctoral faculty members are encouraged to enroll Ph.D. programme in various Universities and also the management provides on duty whenever necessary.

Faculty Development Programs, Seminars, Workshops and Conferences

The management encourages and provides financial help to all faculty members to attend seminars, faculty development programs, workshops and conferences and for selected programs the faculty member fully sponsored.

OD will be granted, when staff members are required to go out on official, duties or to participate in Seminars, Conferences, Workshops, for presenting paper etc. as approved by the Principal/Designated Authority. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college. Employees who work on holidays are given extra leave in the form of CML.

The Guidelines on TA/DA norms are appended below for faculty who will be attending any meeting /conferences / Faculty development programs/work shop /training etc at other institute.

1. The leave requisition form should with the necessary supporting documents such as broacher, confirmation letter etc.
2. The institution provides a certain amount of traveling allowances for partaking in conferences/workshop/training etc. and such participation is authorization by the Principal as stated below.

Campus: NH-6, Chhatauna, Mandir Hasaud, Raipur (C.G.) - 492101 Ph.9522173000, 9522174000 Website: www.ritengineering.education

E-mail: principal.eng@rit.edu.in, H.O: Near Bal Ashram, Kutchery Chowk, Jail Road, Raipur 492001 Chhattisgarh, Ph.:0771- 9522292121, 4036053

PRINCIPAL

RAIPUR INSTITUTE OF TECHNOLOGY
CHHATAUNA, MANDIRHASAUD, RAIPUR (C.G.)

RAIPUR INSTITUTE OF TECHNOLOGY

(Under the aegis of Mahanadi Education Society)

Approved by AICTE, New Delhi, Affiliated to CSVTU, Bhilai



- a) Within the city and distance covering 50 km around the college traveling allowances –RS 500/-
 - b) Within state and distance above 100 km travelling allowance- –RS 1000/-
3. The institution provides full sponsorship for faculty members if they are representing management in any events
 4. The institution provides flight ticket fare for the faculty attending conferences events outside India for selected programs
 5. Faculty members are required to submit the certificate and attendance in the department

Promotion of In-house Research and development

The college aims at promoting R&D testing Consultancy such other profession-Promotional activities, Involving faculty at various levels. It encourages the faculty members to undergo in house R&D activity along with the students.

The Faculty members involving in research encouraged for getting substantial grants for R&D work for strengthening the infrastructure in the institute

Faculty members are encouraged to take up minor R&D projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conference.

List of major welfare facilities given to the faculty and their family members:

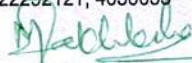
- Medical Leave in case of hospitalization for more than 3 days.
- Research facilities are available for faculties pursuing their Ph.D.

List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail.
- Yearly 30 days of vacation leave is given to faculty members.
- Staff member sports (indoor game, outdoor games) are conducted.
- Free transport facilities to and from their home to college.

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Development Program for Technical supporting/Non-teaching Staff

The training program for lab technical staff instructor shall be arranged as per requirements of new curriculum. The management also encourages conducting and attending programs in modern tools to updates the technical skills and knowledge of lab instructor.

List the measure taken for faculty work life balance:

- On emergency, transport facility arranged.
- Monthly one causal leave and two one-hour permission is allowed to avail.
- Yearly 15 days of vacation leave is given to faculty members.
- Free transport facilities to and from their home to college.
- Staff member sports (indoor game, outdoor games) are conducted.

Principal

Raipur Institute of Technology
(RITEE), Raipur
Seal & Signature

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LEAVE APPLICATION

RAIPUR INSTITUTE OF TECHNOLOGY

To, The Principal Date 21.11.2022

Sub : Application for Leave

1. Name of Faculty/ Staff : Daneshwar Yadu

2. Designation/Department : T.A./Mech.

3. Contact Address, Telephone No. : 775377452

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested	<u>01</u>						<u>19.11.22</u>	<u>Personal work</u>
Leave Balance	<u>2 day</u>						<u>22.11.22</u>	<u>1 CL</u>

4. Work Adjustment Details.....Mr. A. Verma.....21.11.22

Remarks

Signature of HOD 22/11/2022 Order of the Principal Signature of Applicant 21.11.22

LEAVE AGAINST SUNDAY WORKING

RAIPUR INSTITUTE OF TECHNOLOGY

To, 1 CML Date 29/09/2022

The Principal

Sub : Application for Leave

1. Name of Faculty/ Staff : Praveen Kumar Ashatkar

2. Designation/Department : Tech. Asst./C&E

3. Contact Address, Telephone No. : Raipur, 8871671004

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested			<u>01</u>				<u>28/09/2022</u>	<u>Personal work</u>
Leave Balance	<u>August-22</u>							

5. Work Adjustment Details.....Khushboo Singhania.....

Remarks

Signature of HOD Order of the Principal Signature of Applicant

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MEDICAL LEAVE



RAIPUR INSTITUTE OF TECHNOLOGY

To,
The Principal

Date 3/11/22

Sub : Application for Leave

1. Name of Faculty/ Staff
2. Designation/Department
3. Contact Address, Telephone No.

Dr. Manjusha B
Associate Professor
9343035155

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								
Leave Requested							3/11/22	Medical
Leave Balance								

4. Work Adjustment Details.....

Remarks

Signature of HOD

Order of the Principal

Signature of Applicant

OD – For External Examiner

RAIPUR INSTITUTE OF TECHNOLOGY

To,
The Principal

Date 19/11/2022

Sub : Application for Leave

1. Name of Faculty/ Staff
2. Designation/Department
3. Contact Address, Telephone No.

Dr. Rajeshwar Verma
HOD / Mechanical
9302773095

	Type of Leave/No. of days						Date	Purpose
	CL	EL	CML	ML	LWP	OD		
Leave Allotted								
Leave Availed so far								Mo Tech.
Leave Requested						✓	21/11/2022	External Examiner
Leave Balance								

5. Work Adjustment Details.....

Remarks

Signature of HOD

Order of the Principal

Signature of Applicant

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CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY
छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय

No/CSVTU/EXAM/2022/.....743 Bhilai, Date: 29/09/2022

To,
Dr. Rajehwar Verma
Asst. Prof., RIT, Raipur (C.G.)

Sub :- Appointment as External Examiner for evaluation of M Tech Dissertation and Viva Voce

Dear Sir/Madam,

It gives me pleasure to inform you that CSVTU Bhilai would like to appoint you as external examiner for evaluation and viva-voce of the following M Tech dissertation

Thesis Title	"Increase in 130 metre component of Rails & defect analysis of Rails"
Branch/Specialization	Steel Technology
Candidate Details	Vikram Singh (Roll No - 500005618007, Enroll No - BG4315)
Supervisor Details	Mr. Arun Agarwal, DGM (Operations) Plate Mill, Bhilai Steel Plant

The above-mentioned thesis is enclosed herewith for your kind perusal. Please convey your decision for acceptance/ refusal by mail to exam@csvtu.ac.in stating that I accept/refuse to be the external examiner as per University letter dated

Examination Controller
CSVTU, Bhilai

Enclosures : M.Tech Dissertation of Vikram Singh

Copy To :

1. Internal Examiner : Mr. Arun Agarwal, DGM (Operations) Plate Mill, Bhilai Steel Plant
2. Principal/HOD UTD, CSVTU, Bhilai for necessary action & for fixation of dates, preferably within 20 days from the date of issue of this letter, under intimation to CSVTU.
3. PS to Hon. VC, CSVTU, Bhilai.

नोट - कृपया परीक्षा (Viva) पूर्ण होने के पश्चात Renumeration एवं TA form समुचित रूप से भरकर प्राचार्य एवं Exam. Superintendent के हस्ताक्षर एवं सील लगाकर Bill को Scan कर dvc_csvtu@csvtu.ac.in में mail करें जिससे कि बिना कां पुराना सीपटा से हो सके।

Newai, Bhilai (C.G.) - 491107
Web: www.csvtu.ac.in, E-mail: registrar@csvtu.ac.in

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GROUP PERSONAL ACCIDENT SCHEDULE

Corporate Office/Policy Issuing Office: Reliance General Insurance Co. Ltd. Reliance Centre, 4th Floor, South Wing, Off. Western Express Highway, Santacruz (East), Mumbai - 400 055, India	Policy Servicing Branch: Choudhary Complex, 2nd Floor, Panposh Road, Near hotel May Fair ODISHA
Policy Branch Office Code: 2408	Agent/Broker Code: 15A28210
Policy No: 240832029140430211	
Date of proposal:2/12/2023 ProposalNo:P081006731254	Details of previous policy (in case of renewal) Previous policy No: Date of expiry:
TaxInvoice No & Date : P081006731254 & 12/02/2023 9:50:00 PM	
INSURED NAME : M/S RAIPUR INSTITUTE OF TECHNOLOGY	
GSTIN /UN of the insured	
Policy Holder Address / Place Of Supply : N.H 6,CHHATAUNA MANDIR HASAUD CHHATTISGARH RAIPUR 492001	
Period of Insurance: From 2/12/2023 to mid night on 2/12/2024	
Total No of Employees Covered	1023
Total No of Lives Covered	1023
Type of Policy	Named
Total Sum Insured(Rs)	102300000.00
Description of Group	Students & Staff
Nature of Business	
Coverage Details and List of members covered as per Schedule attached.	
Premium (Rs)	102300.00
IGST (@18.00%)	18414.00
TOTAL PREMIUM PAYABLE(Rs)	120714.00
Branch GSTIN :21AABCR6747B1ZS;HSN Code :9971;Description Of Services :Financial and related services;	
Consolidated Stamp duty Paid vide Letter of Authorisation No. CSD/274/2019/6344 dated 27 Dec 2019 at General Stamp Office, Mumbai. ** Not Applicable for the State of Jammu & Kashmir	
This document shall be treated as a Tax Invoice as per Rule 9(2) of the Goods and Services Tax Invoice Rules.	



**GENERAL
INSURANCE**
A RELIANCE CAPITAL COMPANY

reliancegeneral.co.in
(Toll Free) 1800 3009
(022) 4890 3009

In the event of dishonor of Cheque, this policy automatically stands cancelled from inception irrespective of whether a separate communication is sent or not.

The policy wording with detailed terms, conditions and exclusions are available on our website www.reliancegeneral.co.in

Policy wordings link : <https://www.reliancegeneral.co.in/Insurance/About-us/Download.aspx>

In witness whereof this policy has been signed at Mumbai on 2/12/2023

In case of a renewal, the benefits provided under the policy and/or terms and conditions of the policy including premium rate may be subject to change.

Grievance Clause: For resolution of any query or grievance, Insured may contact the respective branch office of the Company or may call at 1800 3009 or may write an email at rgicl.services@relianceada.com. In case the insured is not satisfied with the response of the office, insured may contact the Nodal Grievance Officer of the Company at rgicl.grievances@relianceada.com. In the event of unsatisfactory response from the Nodal Grievance Officer, insured may email to Head Grievance Officer at rgicl.headgrievances@relianceada.com. In the event of unsatisfactory response from the Head Grievance Officer, he/she may, subject to vested jurisdiction, approach the Insurance Ombudsman for the redressal of grievance. Details of the offices of the Insurance Ombudsman are available at IRDAI website www.irda.gov.in or on company website www.reliancegeneral.co.in or on www.gbic.co.in. The insured may also contact the following office of the Insurance Ombudsman within whose territorial jurisdiction the branch or office of the Company is located. Shri. B. N. Mishra Office of the Insurance Ombudsman, 62, Forest park, Bhubneshwar – 751 009. Tel.: 0674 - 2596461 /2596455 Fax: 0674 - 2596429 Email: bimalokpal.bhubaneswar@gbic.co.in

For and on behalf of

Reliance General Insurance Company Limited.

Agent Code 15A28210

Agent Contact No

User ID: 70273497 Policy Generation Date : 2/12/2023

Authorised Signatory

Reliance General Insurance Company Limited. IRDAI Registration No. 103

Certified for Excellence - ISO 9001:2015

Registered Office : Reliance Centre, South Wing, 4th Floor, Off. Western Express Highway, Santacruz (East), Mumbai - 400 055.

Corporate Office : Reliance Centre, South Wing, 4th Floor, Off. Western Express Highway, Santacruz (East), Mumbai - 400 055.

RGI/UW/CO/2914/PS/VER. 01/310118 Corporate Identity Number: U66603MH2000PLC128300. PERSONAL ACCIDENT - GROUP. UIN : RELPAGP01001V010001 *Trade Logo displayed above belongs to Anil Dhirubhai Ambani Ventures Private Limited and used by Reliance General Insurance Company Limited under License.

Schedule attached to and forming part of Policy No. 240832029140430211			
Cover Name	Sum insured	Co-pay	Special Conditions
Table A-Death Only			Covered-Accidental only.
Medical expenses			Medical Expenses: 10% of sum insured or 40% of admissible claim amount or actual whichever is less subject to admissible claim under Table of benefit selected.

General Conditions: FOR STUDENT

1. Policy will be on named basis.
2. Maximum any one life limit will be Rs. 1 lacs.
3. Warranted that, all the proposed members are students of RAIPUR INSTITUTE OF TECHNOLOGY & proposed 100% of the enroll strength of the category.
4. Subject to condition that no students is involved in any hazardous activity.
5. Insured to submit current fees book of month prior to date of accident at the time of claim.
6. Addition-deletion will be done on pro-rata premium basis for students once in a month only, subject to all relevant details being forwarded to insurer before 7th day of succeeding month.
7. Minimum age of beneficiary 5 years and maximum 25 years
8. Warranted that coverage will be effective till the student under the regular educational course of the institute.
9. 24 Hours Worldwide Cover (except excretion trip organized by the school outside the city)
10. Terrorism is covered, however, terrorism activity arising out of Nuclear, Biological and/or Chemical means is excluded from the scope of this policy.

FOR STAFF

- o Warranted that Table D sum insured restricted to 24 times the monthly salary or the sum insured against the individual whichever is less ,
- o Total Sum insured should not exceed 100 times of monthly salary of an employee. Insured to submit salary certificate of month prior to date of accident at the time of claim.
- o Mid-term increase in sum insured is not permitted.
- o Warranted that armed security guards & fire fighters are not covered under the policy.
- o Warranted that all the employees belong to Risk category I only

Special Condition:

Below mentioned activity shall be outside the scope of the policy:

1. Professional sports team in respect of specific benefit for inability to perform.
2. Participation in any kind of motor speed contest.
3. While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft. (Not applicable for fare Paying Passengers)
4. Underground mining and in tunneling and Offshore adventures.
5. Radioactivity, Nuclear risks, ionizing radiation.
6. Insect bite is not covered.

Exclusions:-

1. Suicide, attempt to Suicide or intentionally self- inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress or depression.
2. Being under influence of drugs, alcohol, or other intoxication or hallucinogens
3. Participation in actual or attempted felony, riot, civil commotion, crime misdemeanor
4. Committing any breach of law of land with criminal intent.
5. Death or disablement resulting from Pregnancy or childbirth
6. Other than students of the school are out of the scope of the policy
7. Exposure pertain to adventurous sports are excluded.

Rest of Terms & Conditions & exclusions as per the Group Personal Accident Policy. Attached with this Policy schedule , are the Policy wording along with terms and condition, Endorsement, and Annexure. If you (Policyholder) have not received any of these, please E-mail/write to the company at rgicl.services@relianceada.com or contact us on 1800 3009 (toll free) within 15 days of receipt of this policy. This policy Schedule in original must be surrender to the company in case of cancellation of the policy. In the event of any incorrect representation, the liability shall be upon the policy holder.



SCHEDULE ATTACHED TO AND FORMING PART OF POLICY NO.: 240832029140430211"

MEDICAL EXPENSES EXTENSION (Group Insurance)

Endorsement extending Insurance under Policy No. '240832029140430211" in the name of 'M/S RITEE BUSINESS SCHOOL ' In consideration of the payment of an additional premium paid under the policy it is hereby agreed and declared that notwithstanding anything in the within written policy contained to the contrary, this insurance is extended to cover the medical expenses necessarily incurred and expended in connection with any accident as specified in the Policy, for which a claim is made by the Insured and admitted by the Company. The Company shall reimburse to the insured person an amount up to but not exceeding____% of the Admissible Claim or____% of claim amount or actual whichever is less. Further, it is a condition precedent to the payment of such medical expenses that the medical attendant's detailed account shall, if the Company so requires be submitted to and is approved by the Company.

PROVIDED ALWAYS THAT:

1. The insurance shall not apply, in so far as it applies to a female to expenses incurred in respect of any condition arising from the traceable to any disease of the organs of generation, malignant diseases of mammary glands, pregnancy, childbirth, abortion or miscarriage or any complications and or sequels arising from the foregoing, unless otherwise provided hereafter.
2. The Company shall not be liable to may any payment under this Policy in respect of :-
 - i. Disease, Injury, Death or Disablement directly or indirectly due to war, Invasion, Act of Foreign Enemy Hostilities or Warlike Operations (whether war be declared or not) or Civil War or Rebellion, Revolution, Insurrection Mutiny, Military, Naval or Air Service or Breach of Law of Hunting Steeple chasing or engaging in aviation or Ballooning other than as a passenger (fare paying or otherwise) in any licensed Standard Type of Aircraft.
 - ii. Circumcision or Strictures of Vaccination or Inoculation or change of life or beauty treatment of any description of dental or eye treatment other than treatment for the diseases etc. or Intentional self injury or insanity or dissipation or Nervous Breakdown (which expression shall cover also general debility "run down" conditions and General "overhaul") or Venereal Disease or intemperance or the use of intoxicating drugs or liquors or any diseases, injury, death or disablement directly or indirectly due to any one or more of them.

Subject otherwise to the terms, exceptions, conditions and limitations of the Policy